



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES SUPPORT ACTIVITY AREA III
UNIT #15716
APO AP 96271-5716

SFIM-KO-AIII-DCA-AC

20 December 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Area III Command Policy Child Supervision/Home Alone (Policy Letter #40)

I. References.

- a. AR 608-10, Child Development Services, 15 July 1997.
- b. AR 608-18, The Army Family Advocacy Program, 27 October 2004.
- c. Memorandum SFIM-KO-AIII-DCA-CYS dated 12 February 2004 (Area III Command Policy Memorandum)
- d. USFK Fragmentary Order #04-23 (Update to USFK Force Protection Enhancements), 30 September 2004.
- e. Surveys conducted through CYS and The Youth and Teen Council of Camp Humphreys during the month of September 2004
- f. The Family Housing Book issued to personnel in Army Family Housing at Camp Humphreys, Area III
- g. Memorandum HQ CFSC-CYS, Out of School Child Supervision Requirements for Elementary and Middle School Children and Youth During Parental Duty Hours, 11 July 2000.

II. Applicability. This policy applies to all United States Forces Korea (USFK) personnel and their family members residing in Area III and any personnel granted access to the installations in Area III (Humphreys, Long, Eagle, Suwon).

III. Purpose. To establish policy on the minimal acceptable standards of supervision for children/youth on Camp Humphreys and in Area III. This policy supercedes policy memo SFIM-KO-AIII-DCA-CYS dated 12 February 2004.

IV. Scope. Sponsors are responsible for the health, welfare and safety of minor (18 years of age and under) family members at all times. Sponsors are responsible for ensuring family members and guests obey the provisions of this policy. The sponsor's chain of command is responsible for family members assigned or attached to their command or agency.

- a. Protect the safety of children/youth by ensuring they are supervised.

SFIM-KO-AIII-DCA-AC

SUBJECT: Area III Command Policy Child Supervision/Home Alone (Policy Letter #40)

- b. Safeguard others from risks associated with children/youth unsupervised in housing/common areas.
- c. Minimize installation property damage, i.e. Vandalism.
- d. Reduce soldier, civilian and family member lost duty time to child/youth misconduct through lack of supervision

V. Definitions:

- a. Elementary School Ages: children ages 5-10
- b. Middle School Ages: children ages 11 and 12
- c. Child-sitter: youth sitting other children then siblings
- d. Care-giver: Child or Adult sitter
- e. Guardian: person authorized to watch over someone else's child or pet under all circumstances when parent/owner cannot be present

VI. Policy.

- a. No child of any age shall be left unattended under circumstances involving potential or actual risk to the child's health and safety.
- b. Refer to the Age matrix for minimum community standards for use in making decisions involving safety and proper supervision of children.

(1) Elementary School age children (ages 5- 10) must receive direct supervision and will not be in self-care or home alone. Appropriate supervision options include designated adult, sibling (11 and older), Family Child Care, Child Development Center, School Age Services. Children 10 years old, with American Red Cross or ACS Stay Home Alone course, may stay home alone for up to three hours per day.

(2) Middle School youth (ages 11- 14) may be in self/monitored care. Self/monitored care is when a responsible adult is aware of the child's location and activities and is available for emergency contact at all times. Parents assess child's ability to be in self/monitored care. Stay Home Alone course through American Red Cross or ACS is required; Basic Aid Course through American Red Cross/ACS is recommended.

(3) Children outside unattended:

- i. Children five and under (5 and under) will be accompanied at all times under all circumstances by parent, adult or sitter meeting all requirements to child-sit.
- ii. Children six and seven (6 and 7) must be within visual contact at all times and physically checked on every half hour by adult, or sitter meeting all requirements to child-sit.
- iii. Children eight and nine (8 and 9) may play unattended at the playground, yard and in the general vicinity of home and be checked on every hour by adult or sitter meeting all requirements to child-sit.
- iv. Children ten and older (10-18) may be outside unattended with set time frames, known locations and pre-set check in times with adult or authorized sitter. Places include library, bowling center, PX Area, Commissary, swimming pool, post shuttle bus, or other authorized locations.
- v. Children must be 12 and older and accompanied by another 12 or older Military ID card holder to go off installation into local village area and be back on installation or in off post housing before dark. Exceptions: School or sports related activities, riding activities bus or accompanied by parent or guardian.
- vi. Children walking to school from On-Post quarters must be accompanied by parent or other designated person if they are in Kindergarten or first-grade.

(4) Children Left Alone in Quarters:

- i. All children alone in quarters, regardless of age, must have access to a parentally designated adult who is available in the event of emergencies. Supervising adults' work, home and emergency phone numbers must be provided and easily accessed, adult must be within the local area.
- ii. Nine and below are not authorized to be left alone in quarters.
- iii. Ten years old and older with Stay Home Alone Course from American Red Cross or ACS may stay home for the following time frames: Ten years old (10) not to exceed three (3) hours per day and no later than 7:30 pm, Eleven- fourteen years old (11 -14) day and evening hours; not overnight, Fifteen years old and older (15 and older) may stay overnight for a maximum of three nights providing parents have arranged for a designated, supervising adult who is available and will check on the youth in person at least once daily. Parents will provide a power of attorney, NEO Packet, financial support and any other individualized

SFIM-KO-AIII-DCA-AC

SUBJECT: Area III Command Policy Child Supervision/Home Alone (Policy Letter #40)

information/supplies needed. School officials and any other entity with direct contact with the child will be notified and parents will also provide these entities a copy of the power of attorney.

(5) Child-Sitting Requirements: take American Red Cross or ACS Babysitting Course. Caregivers need specific permission from parents to take children anywhere other than home and yard when child sitting. If a place stipulates child must be accompanied by parent (i.e. CAC) then child sitter is not authorized to take children.

i. Sibling sit: Eleven years old (11 and older) and have taken the American Red Cross or ACS Babysitting Course. Can sit for sibling(s) for up to three hours per day NLT 1930.

ii. Child sit: Twelve years old (12 and older) up to six hours per day but not overnight.

iii. Overnight Child Sit: Fifteen years old (15 and older) cannot exceed one night of overnight child sitting, must have American Red Cross or ACS Babysitting **and** an American Red Cross CPR course.

(6) Policy Enforcement:

i. Attempt to contact the sponsor, parent or designated care provider immediately to provide supervision. If the person cannot be located the child will be taken into protective custody by the appropriate agency. While attempting to locate the sponsor the following options may be used to ensure child's safety. Law enforcement will assume responsibility where juvenile misconduct or runaway behavior is suspected. If child abuse or neglect is suspected, Family Advocacy will be informed and arrange a child abuse physical examination as appropriate before any placement. Military Police: Camp Humphreys 753-6600, non DSN 031-690-6600; Camp Long / Camp Eagle 721-3325, non DSN 033-738-3325; Suwon 784-9111, non DSN 031-661-9111; Family Advocacy 753-8295, non DSN 031-690-8295.

ii. The child may be held at the Military Police Station or Camp Humphreys Medical Clinic (local military medical clinic).

iii. The sponsor, or designated care provider, may be investigated IAW the Uniform Code of Military Justice and applicable regulations by the Military Police and/or assess by the 121 General Hospital Social Work Service for suspected child neglect in violation of Army Regulation and this policy.

iv. A finding of neglect may be appropriate when a child is left unattended under circumstances involving potential or actual risk to the child's safety. If child neglect is not the issue; but parents are in violation of this policy in regards to home alone or child sitting

SFIM-KO-AIII-DCA-AC

SUBJECT: Area III Command Policy Child Supervision/Home Alone (Policy Letter #40)

ages/guideline they will be referred to *The Family Advocacy Program 753-7101, non DSN 031-690-7101.*

v. Civilian and Military sponsors who leave children unattended or not properly supervised in violation of Army Regulation and this policy may administratively be determined to have engaged in misconduct and may face administrative actions imposed by the Installation Commander.

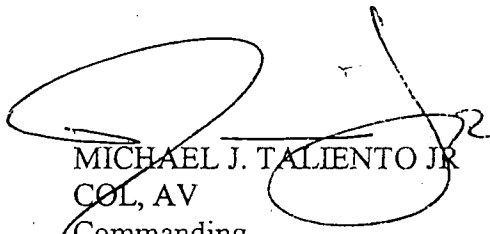
vi. *Point of Contact is The Family Advocacy Program Manager (ACS) at 753-3742/8401 or 753-7101, non DSN 031-690-3742/8401 or 031-690-7101.*

(7) CURFEW: Area III curfew policy pertains to all family members, 18 years of age and under. Curfew hours are 2400-0500 everyday. Parents may impose stricter curfews for their children based on age and maturity levels. Youth Curfew is a command policy and not a policy established by the Military Police (MP), however, the MP's are responsible for enforcement. The MPs have the flexibility of issuing a verbal warning or a written violation of the policy

VII. This Area III Command Policy Child Supervision/Home Alone (Policy Letter #40) supersedes policy memorandum #40, 12 February 2004.

Encl

1. Age Matrix
2. Parent/Child Care Assessment
3. USFK Fragmentary Order #04-23


MICHAEL J. TALIENTO JR
COL, AV
Commanding

DISTRIBUTION:

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ACTIVITY	AGE									
	9 AND UNDER	10	11	12	13	14	15	16	17	18
MWR FACILITIES										
SWIMMING POOLS										
DRIVING RANGE / MINIATURE GOLF										
BOWLING CENTER										
ARTS AND CRAFTS ROOM										
CAMP HUMPHREYS LIBRARY										
CAC HOT TUB / SAUNA										
SKATE NIGHT										
OPEN REC PROGRAM										
FREWEIGHTS AND EXERCISE MACHINES										
FUN RUNS										
MUSIC ROOMS										
GAME ROOM										
TV AREA										
XBOX										
CYBERTOPIA										
PAINT BALL										
SWIM MEETS										
TAEKWONDO										

ACCOMPANIED BY PARENT / CAREGIVER	UNACCOMPANIED									
ACCOMPANIED BY PARENT / CAREGIVER	UNACCOMPANIED WITH SAFETY CLASS									
ACCOMPANIED BY PARENT / CAREGIVER	UNACCOMPANIED WITH LIBRARY CARD									
CAN NOT USE THE HOT TUB / SAUNA					ACCOMPANIED BY PARENT			UNACCOMPANIED		
ACCOMPANIED BY PARENT / CAREGIVER	PARENT SIGN IN / OUT		UNACCOMPANIED							
NOT APPLICABLE					MIDDLE SCHOOL/TEEN (MST) PROGRAM					
ACCOMPANIED BY PARENT								UNACCOMPANIED		
SPECIAL CHILDRENS DIVISION									ADULT DIVISION	
ACCOMPANIED BY PARENT										UNACCOMP
CAN NOT UTILIZE FACILITY										UNACCOMP
CAN NOT UTILIZE FACILITY										SAFETY CLASS
PARENT OR GUARDIAN MUST BE PRESENT										

AAFES FACILITIES

PX	ACCOMPANIED BY ID HOLDER WITH RATION CARD		UNACCOMPANIED WITH ID AND RATION CARD	
TAXI SERVICE-ON POST	ACCOMPANIED BY ID HOLDER		UNACCOMPANIED WITH ID CARD	
TAXI SERVICE-OFF POST	ACCOMPANIED BY ID HOLDER			ACCOMP W / ID CARDHOLDER 14 OR OLDER
PX FOOD COURT	ACCOMPANIED BY ID HOLDER		UNACCOMPANIED WITH ID CARD	
BURGER KING				
MOVIES (MOTION PICTURE MOVIE RATING GUIDELINES APPLY)	G / PG / PG 13 RATING ACCOMPANIED BY PARENT / CAREGIVER	G / PG UNACCOMPANIED WITH PARENT DISCRETION	G / PG / PG 13 RATING UNACCOMPANIED WITH PARENT DISCRETION	R MOVIES UNACC

COMMISSARY

ON POST SHUTTLE	FOLLOW AREA III GUIDELINES ON SUPERVISION	
WALK THROUGH GATE	ACCOMPANIED BY PARENT	ID HOLDER IN BIDS (HIGHLY RECOMMEND BUDDY SYSTEM)
CURFEW	ALL USFK AND FAMILY MEMBERS (EVERYDAY 0001-0500)	
OFF POST	ACCOMPANIED BY PARENT / CAREGIVER	ACCOMP WITH ID CARDHOLDER 12 OR OLDER
SCHOOL BUS	OFF POST DROP OFF MUST BE MET BY ADULT / CAREGIVER	UNACCOMPANIED FOR OFF POST DROP OFF AND EXTRACURRICULAR BUS

SUPERVISION OF CHILDREN

ALONE IN QUARTERS*	NOT APPLICABLE	3 HOURS PER DAY NO LATER THAN 7:30PM	DAY AND EVENING HOURS; NOT OVERNIGHT		HOME ALONE OVERNIGHT NOT TO EXCEED 3 NIGHTS ALONE WITH ACCESS TO ADULT
SIBLING SIT**	NOT APPLICABLE	UP TO 3 HRS/ DAY NO LATER THAN 7:30PM	FOR UP TO 6 HOURS PER DAY: NOT OVERNIGHT		CAN SIT OVERNIGHT NOT TO EXCEED ONE NIGHT SITTING
CHILD SIT**	NOT APPLICABLE		UP TO 6 HRS/ DAY	FOR UP TO 6 HOURS PER DAY: NOT OVERNIGHT	CAN SIT OVERNIGHT NOT TO EXCEED ONE NIGHT SITTING (CPR COURSE REQUIRED)
PLAY OUTSIDE UNATTENDED	7 AND UNDER DIRECT SUPERVISION, 8 AND 9 ACCESS TO ADULT WHIRLY PHYSICAL CHECK	SET TIME FRAMES	YES		
IN CAR UNATTENDED	NOT APPLICABLE	YES; CHILD SITTING AGES APPLY			

*CERTIFIED WITH STAY HOME ALONE COURSE FROM AMERICAN RED CROSS OR ACS OR BASIC AID COURSE

**CERTIFIED WITH BABYSITTING COURSE THROUGH AMERICAN RED CROSS OR ACS (CPR COURSE REQUIRED FOR OVERNIGHT SITTING)

Four Steps Parents Will Use in Determining Whether Their Youth is Able to Provide Self Care or Care for Other Children

Step 1: Your youth must know the following,

- a. Identifying Information. Your youth needs to know this information if lost, in danger or trying to get the police or fire department to the home. Remember—some homes are difficult to locate!
 - Full Name
 - Complete Address and Directions to the Home
 - Phone Number
- b. Important phone numbers. These numbers will be posted directly by the telephone. Your child must always have someone to call in an emergency situation.
 - Military Police
 - Fire Department
 - Poison Control Center
 - Parent's Phone Numbers (work, cell #, etc.)
 - Backup Person to call In Case of emergency (neighbor, etc.)
- c. Use of the telephone.
 - Your youth must be able to operate the telephone
 - Your youth should know how and when to call the operator.
 - Your youth should know what to say when someone asks if his/her parents are home.

Step 2: Your youth must be able to respond to the following situations.

- a. What to do in case of fire.
- b. What to do if injured.
- c. If cooking on the stove is permitted what to do in case of a cooking accident.
- d. Must know the perimeters of "outside" play in the housing area.
- e. What to do/say if a stranger approaches?
- f. What to do if the electricity goes off in the home.
- g. Must call you at once after arriving at home from school.
- h. There must be guidelines if your youth is allowed to leave the home and visit friends or have friends over.

Step 3: If your teen is caring for younger children, guidelines should be established and enforced.

- a. Authority must be given to the teen to act as the leader of the children, and the children will accept this leadership and obey accordingly,
- b. A form of guidance will be used to maintain order. The form of guidance will be safe.

Step 4: The following must be addressed, if applicable.

- a. Is your youth/teen afraid to stay home alone?
- b. Has your youth/teen played with fire or dangerous objects?
- c. Does your youth/teen have a history of uncontrolled seizures, blackouts, or violent, aggressive behavior?
- d. Does your youth/teen have a handicap, which requires special care and supervision?
- e. Are you inaccessible by phone?
- f. Does your youth/teen go easily to strangers?